

GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 12

TITLE: Night Shift Duties

EFFECTIVE DATE: October 6, 2004

UPDATE: October 2018

INTENT: To outline night shift duties and responsibilities.

PROCEDURE:

The night shift dispatcher is responsible for maintaining communications with field resources, keeping the dispatch floor clean and organized, preparing shift briefings and other notes for the upcoming day shift, and completing any unfinished data entry from the previous day shift.

1. Monitoring radio traffic is the primary duty of the night shift dispatcher, but if there is limited or no radio communication the dispatcher should keep busy with the following duties. If something is not listed, please do not hesitate to do it.
 - 1.1. Clean the trees (reference SOG #2 for further detail).
 - 1.2. Enter information into the Fire Admin Database, WildCAD, ROSS, etc.
 - 1.3. Make sure all the information is correct in the Big Black Book.
 - 1.4. Clean up ROSS.
 - a. Create incidents in ROSS from the previous day's activities (if not already created by the previous day shift).
 - b. Ensure resources have been assigned and released from previous incidents.
Do not release resources that are returning to the incident the next day to work a shift.
 - c. Set resources back to available-local if they have returned from assignment.
 - d. If resources have returned from an out-of-area assignment mark them off of the Morning Report.
 - e. Check the printed resource orders to ensure all the resources are on the order (don't forget to check for subordinates).
 - 1.5. Wipe down the consoles.
 - 1.6. Familiarize yourself with the local area.

- 1.7. Catch up on your email.
- 1.8. Update the fire danger, duty officer, and Intel boards for the next day.
- 1.9. Ensure that there are sufficient copies of IA cards, spot weather forecast request forms, and resource order forms (cardstock) in the filing cabinets in each console and above the filing cabinets located near the cubicles. If any zone is running low or out of any forms, make additional copies.
- 1.10. Study local, regional, and national mobilization guides.
- 1.11. Read SOGs.
- 1.12. Re-read floor notes.
- 1.13. Make copies of fax cover & county fire danger fax sheets.